



TOWN OF SCITUATE

Human Resources

600 CHIEF JUSTICE CUSHING HIGHWAY

SCITUATE, MA 02066

Tel: (781) 545-8858, Fax: (781) 545-8704

Stephen Salk
Human Resources Director

November 10, 2016

Internal Posting

Records Clerk- Police Department

This position is a 25 hour benefited position for the Town of Scituate. The work schedule may vary depending on operational needs. The job description is attached.

It is a Grade A6 /Step 1 (\$19.26/hr; \$674.10/wk) and is covered under the terms of SEIU, Local 888 "TOSCA" collective bargaining agreement.

Interested parties should submit a cover letter, town application and three references to Stephen Salk, HR Director, no later than the end of business on November 18, 2016. ssalk@scituatema.gov.